

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 7, 2005

PRESENT: LAURA BUONO CHAIRMAN; LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: Gregory C. Begin, Interim

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Carl Knapp, Frank Campana, George Malette, Forrest Esenwine, Ginger Esenwine, Chip Meany, Tina Pelletier, Jan Synder, Pat Myers, Chet Buick

6:52 Chairman Laura Buono called the meeting to order.

1. PUBLIC PARTICIPATION – Mr. Frank Campana asked the Board if a date has been set for DRA. The Board discussed a meeting to be held on Tuesday, November 15 at either 9am or 2pm. Mr. Campana stated he is not looking for a dollar number tonight. Mr. Campana said there hasn't been a Town Administrator or Finance Administrator salary or benefits spent since June. He is aware these positions had accrued time to be dispersed and stipends paid in the interim to employees covering these positions, but he is looking for the dollar amount left from the salary and benefit lines. Mr. Campana requested a gross amount from June to now and then a net amount for what's left after stipends spent. Mr. Campana said he is not looking to make any extra work for anyone but he wants to know the amount. It was discussed he would like the Highway balance as well and would like to have the information by the next meeting.

2. DEPARTMENT HEAD – Mr. Carl Knapp informed the Board they will not be receiving any grant money for household hazardous waste collections this year because the state is not giving it out. Mr. Knapp asked the Board how they felt about just holding one collection day instead of two to help offset the set up fee of \$900. In the past they received grant money totaling \$1400 for each day. Chairman Buono stated even without the grant money we still have to do it. Mr. Knapp stated the collection day was very well attended. It was determined they would allocate the same amount of money but only have one day with one set up fee.

Mr. Knapp requested a public hearing regarding fees for disposing of 20lb propane tanks and microwaves and some discussion on the minimum fee of demolition. The fee for demolition is currently set at a \$5 minimum. Mr. Knapp feels scales would be the fairest way to calculate the demolition but scales cost \$40,000. Selectman Fiala feels sometimes you might pay more than you should and some times you pay less, but feels there should be scales. Mr. Knapp says we are running close at covering the cost to get rid of the demolition and never had extra money.

3. CODE ENFORCEMENT OFFICER – Mr. Chip Meany discussed his vehicle being in need of some welding to repair rust holes and hopes the CIP plotting is coming along well. Mr. Meany said Eminent Domain issues are quiet right now with no media issues. The Department is still hearing complaints and violations. Mr.

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Meany said the budget and evaluations he handed in previously have since been revised to reflect the department the way it is now and he included another budget with Tina Laramée being a 40 hour employee. Mr. Meany informed the Board he would like to speak with them in a non public to discuss personnel.

Mr. Meany informed the Board the Building Maintenance Committee, consisting of Malcolm Wright, George Malette and himself, submitted bids on replacing the windows. They still need to receive quotes from contractors to install the windows. A forth coming report will have a lot of deficiencies and they need to discuss how to proceed. The committee has discussed taking the air conditioners out of the windows and making them wall mounts. Mr. Meany discussed the doors being closed in the building per order of the Fire Marshall. It was discussed there are deficiencies with the fire doors and alarm system, Chairman Buono supports needing to take a look at where we need to go with the building. Mr. Meany stated they do need to have a discussion regarding the building. Selectman Kurk is concerned these ideas should go through the CIP committee and the Planning Board. Mr. Meany said there is a fund for \$32,000 for the windows. The price for the windows is \$13,000 not including a contractor to install. Selectman Kurk would like to see everything go through the CIP and feels if these plans are going to work then they need to go through the CIP committee. Mr. Meany asked for Selectman involvement in the Building Maintenance Committee, Selectman Kurk volunteered. Selectman Kurk said going through the CIP committee will not stop the process of purchasing the windows but keeps track of the monies spent, ensures the plan works with no surprises and makes the process move a lot smoothly.

Mr. Meany informed the Board the furnace should be cleaned and evaluated for the winter and he needs permission from the Selectmen to perform this work. Chief Begin said Fred Fuller is willing to deliver fuel for \$1.99/gallon for unlimited amounts of fuel. Mr. Meany said the boiler room needs a lot of work. It was discussed there is no way to tell how much fuel is in the tank because there are no gauges.

Selectman Kurk asked if they will have any CIP work done for any of the other town buildings. Mr. Meany said Malcolm Wright is working on the Town Hall. Selectmen Kurk requested the information be given to the CIP subcommittee even if they do not have any numbers. Mr. Meany said he is waiting to hear from a post and beam contractor in town because the Town Hall needs an extensive amount of work to bring it back to code.

4. FINANCE DEPARTMENT – Ms. Tina Pelletier distributed handouts to the Board, consisting of two proposals, to change the hours in the Tax Collectors Office to work in the Finance Department. Ms. Pelletier discussed she needs more time in the Finance Department to complete projects without being interrupted without having to go back downstairs to cover lunches. Ms. Pelletier informed the Board she has included everyone involved to make sure the schedule would work with everyone without conflict. Selectman Kurk read the whole proposal and appreciates all Ms. Pelletier's extra efforts but she is concerned with the hours she is putting in. Selectman Kurk said she took a lot of time to look this through and feels they made it clear whoever becomes Town Administrator will decide what happens in the Finance Department. Selectman Kurk questioned the bottom line cost. Ms. Pelletier replied there would be a savings on medical insurance because the position would be part time.

Ms. Pelletier stated Plan B could be implemented now, save the town money and alleviate some of the problems they are having now. Ms. Pelletier said the software is still a problem and informed the Board she received a \$3,000 bill for software technical support for next year. If we don't pay they stop us from using the software. Evelyn Connor supports Ms. Pelletier's proposal and Lisa Jeck feels this is the right thing to do as well. Chairman Buono really likes Proposal A but agrees it has to go through the Town Administrator. Chairman Buono is in favor of the savings to the town and is confident with Ms. Pelletier's knowledge of the position. Ms. Pelletier stated this is crunch time right now and she really needs to have all day on Friday to get projects completed and done correctly. Ms. Pelletier feels utilizing Tina Laramée part-time in the Finance Department

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and hiring Diane Lamb in the Clerk's Office on Friday's is very beneficial. The Board all agreed Ms. Pelletier has done a superior job and all agree Plan B should be utilized. The Board discussed starting the plan right away.

5. MEETING MINUTES –

Chairman Buono moved, Vice Chairman Methot seconded to accept the minutes of August 29, 2005 and September 19, 2005 as amended.

6. ADMINISTRATIVE REPORT

Chief Begin stated the animal control officer's husband is very sick and is not always available. Chief Begin informed the Board he received 3 applications and would like the Board's permission to hire 3 individuals on an on-call basis.

Selectman Kurk moved, Chairman Buono seconded to hire Meghan Bean, Suzanne Hibbard and Michelle Foote as on-call Animal Control Officers hired by the Police Department for \$10.00 an hour with no benefits. Passed 5-0-0.

Chief Begin informed the Board he received a letter of resignation from Officer Paul Moller. His last day with the Weare Police Department will be Wednesday, November 23, 2005. Selectman Fiala asked what the options to replace him are. Chief Begin said they have to figure out what is best for the Department, if they hire within the Department they would lose an officer for 3 months to become certified.

Chairman Buono opened the Public Hearing at 8:00 p.m.

4. PUBLIC HEARING – To receive information and testimony at the request of High Rock Development to accept approximately 1,300 LF of Tracie Lane as a Class V Town maintained road. Mr. Carl Knapp stated they did have a site walk and the only outstanding items were the as built plans, which he feels Naomi Bolton has received and the 2 year warranty bond. It was discussed Mrs. Bolton emailed stating everything was submitted, warranty bond for \$58,900 to be retained for 2 years.

Chairman Buono closed the public hearing at 8:05 p.m.

Chairman Buono moved, Vice Chairman Methot seconded to accept 1,300 LF of Tracie Lane as a Class V Town maintained road contingent upon receiving the bond of \$58,900. Passed 5-0-0.

5. Request the Town to take ownership (NBAC) open space land on the corner of Route 114 and Duck Pond Road – Mr. Chuck Bolton would like to discuss having the town take ownership of two parcels of land created by cluster developments. Mr. Bolton stated the Planning Board has discussed this with the Conversation Commission. The two subdivisions are NBAC subdivision, southwest of Duck Pond; and Brook Share LLC, Robert Baskerville. The Cluster Subdivision Regulations Committee has done an overview of the project. If the town takes ownership of the land it will allow the town direct access to Duck Pond. The owner would like to work out something with the snowmobile club. The owner of the property did a wildlife study and identified a wildlife corridor.

Mr. Tom Carr, Conversation Commission, discussed the identified wildlife study and the width of the corridor. Selectman Kurk questioned whether the property was wide enough to make it a wildlife corridor. Mr. Bolton

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stated there is also a no build zone on the back of the property. Mr. Bolton feels there will be some impact but this is the best thing they can do for the development of the land but still keep the corridor.

Mr. Bolton said they are not here tonight with a clear package as to the final plan but feels they are moving in the right direction. The committee also looked at the downside of the project which would be monitoring the project, a well marked boundary, lacks good access for forest management in the southern parcel, and lacks access from the southern parcel to the west. Vice Chairman Methot asked Mr. Bolton why he was here stating normally this should all be done through the Planning Board. Mr. Carr said Baskerville wants the town to hold the easement but he is against it unless the town has someone who will monitor the land. Mr. Carr feels if the town holds the land they don't have to monitor it if there is no easement. Mr. Carr feels holding an easement on other people's land is problematic. Chairman Buono asked if this development is contingent upon the town taking ownership. Mr. Carr said with this project it has not been conditionally improved.

Mr. Brian Holt of NBAC said there were two options owners, the landowners could each hold 1/61st of the land or the town can own the land. Mr. Holt said either way the development will stay the same. Chairman Buono asked if the PWA, who has a lot of experience in this because of the layout, would be interested in owning the property. Selectman Kurk asked if the 61 owners were to hold this land could the 61 owners then decide to build. Mr. Holt said no because it is open space required by the development and cannot be converted back. Selectman Fiala said he was still a little fuzzy about the difference of the homeowners owning the land or the town. Mr. Bolton said the landowners could close the land off to public use.

Mr. Bolton distributed color coded maps for the Baskerville project stating there is a very high percentage of open space with 4,000 feet of frontage on the Piscataquog River. It was discussed there needs to be some kind of plan to monitor the land. Mr. Carr stated there are a lot of pros and cons, states a nice long access to the River for fishing. Mr. Carr said if the Board accepts the property then there will be access to the river and ability to maintain the snowmobile trails, obviously not the perfect lots but very beneficial. Selectman Kurk asked Mr. Carr and Mr. Bolton what costs the town would incur. It was discussed at some point there is a need to have some kind of manager, surveying costs and posts in the ground. This Baskerville subdivision was conditionally approved before the Planning Board, any rear pins have to be set before the land can be accepted. Mr. Bolton said there is more potential for future land ownership. Selectman Kurk wants a plan as to what this could cost the town in the future. Vice Chairman Methot said they would want clean ownership with no strings. Mr. Carr is going to contact Bob Baskerville and tell him to start writing his deed because the Conservation Commission and the BOS want to review it.

Forrest Esenwine commented this project came before the ZBA for another matter the wordage in the easement set up a red flag and the Planning Board should look at it very closely. Feels the only way to eliminate misunderstandings is for the town to take ownership of the land. The Board will discuss this at a future time.

6. EMERGENCY MANAGEMENT DIRECTOR – Mr. Paul King spoke of his background; he spent 23 years in the US Coast Guard, Contingency Planning for Maritime Environment, he left 5 years ago and went to the Manchester Fire Department. Since coming on board in late August he has met with Chief Begin, Chief Richards, and Carl Knapp to setup relationships with them and to see if there were any issues they needed to address. Mr. King stated he met with Joe Bodin to address issues for the Town of Weare and first responder issues. Mr. King said in October we experienced very significant rainfall and he had to interact with the town and felt very comfortable doing so. On the 12th of October he met with Mike Pacchio who works for Citizens Corp. They discussed one of the key elements of Citizens Corp being CERT. Mr. King has established a plan with Concord Hospital regarding all Hazards Emergency Responses and inoculations for diseases and flu. The region received a declaration for the flooding which occurred in October and encourages anyone who has any

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damage from the flooding to contact him. Mr. King informed the Board he will be attending 8-9 Hazardous Litigation Meetings. Mr. King would like to submit a viable plan, to be signed off by the BOS, for the town by the end of the summer. Selectman Kurk stated some elderly people have contacted her regarding when there is an emergency and how would they receive help. Selectman Kurk asked Chief Begin if we know where all the elderly people live in town, Chief Begin said no we have no list. Mr. King said that is what they plan on addressing Monday regarding the location of residents.

7. MANIFESTS

Chairman Buono moved, Selectman Kurk- seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated November 10, 2005. Passed 5-0-0.

Accounts payable	\$454,680.12
Fire Payroll	\$4,068.08
Gross Payrolls	<u>\$24,767.24</u>
Total	\$483,515.44

Chairman Buono moved, Vice Chairman Methot seconded, to enter into nonpublic session @ 9:15 p.m. pursuant to the authority granted in RSA 91-A:3II(c). A roll call vote was taken. Vice Chairman Methot – yes; Selectman Osborne – yes; Selectman Kurk – yes; Selectman Fiala – yes; Chairman Buono – yes. Passed 5-0-0.

8. OPENING OF BIDS

Equipment

Tenco	\$51,694
EW Sleeper	\$57,335

Truck 6 Wheeler Dump

McDevitt Trucks	trade allowance of \$6,000	new truck \$88,999	with a net of \$82,999
Liberty International Trucks	trade allowance of \$6,500	2006 chassis truck \$84,695	with a net of \$78,195
	trade allowance of \$6,500	2005 chassis truck \$82,695	with a net of \$76,195
Freightliner of New Hampshire	trade allowance of \$10,000	new truck \$77,486	with a net of \$67,486

Roll off container at Transfer Station

BME Engineering Inc. 50 yard open top \$6,550 delivery included
Tech Systems Transfer Atlantic Leasing \$7,495 with a freight charge of \$560
Dragon Products \$6,550

Skid steer at Transfer Station (net totals)

Milton Cat	\$31,972
Chappell Tractor Sales	\$20,751
Knoxland Equipment	\$32,337
MB Tractor and Equipment	\$25,990

Residential Well

Capital Well	\$8,190
Digger Days	\$5,200

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Town Report and Mailer

Echo Communications Keene, NH	\$10,096
Riendeau Printing, Hudson	\$9,000
Commonwealth Printing, Newburyport, MA	\$7,998
T-Pine, Lebanon, Conn	\$8,484

Chief Begin announced the Cruiser purchased with General Surplus went on line today.

Ms. Jan Synder, Deputy Treasurer, here tonight to obtain approval from Board of Selectmen. Ms. Synder stated she is concerned because the Tax Rate has not been set therefore bills have not yet gone out and no money is coming in to cover town expenses. Ms. Synder informed the Board usually tax bills have gone out by now and money is already coming in to cover expenses. Ms. Synder would like approval from the Board to obtain a line of credit for the town in case it is needed. Chairman Buono asked how long of a process it would be to apply for a line of credit. Ms. Synder replied it does not take long to establish and does not take affect unless you draw on it. Chairman Buono stated she likes the idea of having the option. Selectman Kurk asked if this is only because the tax bills are going out so late. Ms. Synder said the only reason is because the tax bills are going out so late this year and the town has a bill of \$800,000 due on November 19, 2005. Chairman Buono said we should get the paperwork in place in case it is needed. Ms. Synder wanted to make everyone aware so there were no surprises.

Selectman Kurk read aloud 2 plans for the Mildred Hall Advisory Committee. It was discussed they would appoint a Hall Advisory Committee required by Article 16 of the will of Mildred E. Hall. The committee will consist of three members of the Historical Society, Betty Straw, Ruth Jones and Terry Knowles; and three alternate members, also members of the Historical Society, Rad Betts, Malcolm Wright and Sherry Burdick. Members and alternates will serve five-, four- and three-year terms leading to five-year terms thereafter.

Vice Chairman Methot moved, Selectman Osborne seconded to approve the Historical Society's Policy on the Estate of Mildred E. Hall. Passed 5-0-0.

It was discussed when the Selectmen approve a candidate for a committee a form goes to Evelyn Connor and a copy needs to go to Merry Rice.

The Board talked about the sign in front of the Town Hall. A great deal of time has been spent establishing a policy for the usage of this sign and people need to follow the procedure. It was discussed they might have to stop public usage of the sign or require a higher deposit to ensure a prompt return of the letters.

The Board discussed Capital Reserve Funds which need to be moved because the Conservation Commission is awaiting funds. The Finance Office should be keeping track and the Trustees and the Finance Office should be sending the information to the Selectmen to sign off.

Chief Begin will remind all Department Heads staff evaluations are due.

It was discussed there needs to be a Public Announcement stating all warrant article requests and petition articles are due January 10, 2006. Planning Board articles due by Dec. 14, 2005.

Selectman Kurk updated the Board on the State Representative issues, stating the Government's Council supported Weare's position. Selectman Kurk is interested in pursuing Weare getting 2 Representatives.

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It was discussed the Fire Marshall said the doors have to be kept closed. The Board stated signs need to be made to direct the public to various Departments.

Vice Chairman Methot moved, Selectman Kurk seconded to appoint Robert Hatfield as the Assistant Deputy Treasurer. Passed 5-0-0.

Selectman Osborne discussed cashouts for insurance and how co pays increased but benefits reduced. The Board will discuss Health Insurance at the next meeting.

Selectman Osborne questioned the Fire Department Insurance and whether or not it was going on a warrant. The Board agreed to put it on a warrant.

It was discussed the opening of Cable Equipment Bids will be done on the November 21, 2005.

Vice Chairman Methot moved to adjourn at 10:55 p.m.

9. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary